

## How to Run DARS Audits via the PSU Information System

1. Go to the university's home page ([www.pdx.edu](http://www.pdx.edu)).
2. Click on "**Students**" (left hand side nav bar)
3. Click on "**Registration & Records**" (left hand side nav bar)
4. Click on "**PSU Information System**"
5. Enter your PSU ID number and PIN
6. Click on "**LOGIN**"
7. Click on "**Student Services & Financial Aid**"
8. Click on "**DARS – Degree Audit Reporting System**"
9. Click on "**Submit an Audit**"
10. Select your **College or School** from the pull-down menu
11. Select your **Degree** from the pull-down menu
12. Select your **Major** from the pull-down menu
13. Select your appropriate **Catalog Year and Term** (usually your beginning term at PSU) from the pull-down menu
14. Click on the "**Run Analysis**" button
15. After a few minutes, click on the "**View Submitted Audits**" button (click "**Refresh**" periodically to see if the report has been completed)
16. Click on the audit under the "**View Link**" to access your report.

If you see a message on the audit about the University Studies Placement not being set, please send an email to [askdars@pdx.edu](mailto:askdars@pdx.edu). Include your name and student ID number and a message indicating that your UNST placement needs to be set.

**Transfer evaluations:** If you want to see a copy of your transfer evaluation, select "**Not Declared/Not Applicable**" for your college, then "**Bachelors**" for degree, and "**Undeclared/Unknown**" for major. Select the appropriate catalog year and then "Run Analysis."

**Minors/Double Majors:** If you wish to run an audit for a minor or second major, select the appropriate college, select "**Non Degree**" for your degree and the appropriate minor or second major under the list of majors and the appropriate catalog year. If you see a message that says "ERROR—AUDIT REPORT NOT AUTHORIZED FOR THIS PROGRAM", this just means that this particular major's requirements have not yet been entered into the DARS system.

If you have any questions, please email [askdars@pdx.edu](mailto:askdars@pdx.edu).